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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 2 June 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 22
25 - 31 May 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Catalog of Courses: Revisions, 1 May 1955, TR CC 200-1 - have been distributed to holders of originals.

Revisions, 1 August 1955, All Catalogs - no information has been received from School Chiefs on 17 June deadline.

2. Film: - final decision on members of the cast (principals) will be reached Friday, 3 June; request for contract has been forwarded to Logistics Office.

3. Navigation Study Guide - instructor/MTB has reviewed first three chapters of first draft; has made a few suggestions for correcting text.

4. Red Interpreter - stencils are being cut by personnel in IAB; according to report of the supervisor in this branch, the work is progressing slowly because of a lack of available personnel.

5. Films for

- a. One retention film due
- b. Forty-seven loan films due
- c. Five loan films sent

6. Attendance at Foreign Language Films -

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
5/25/55	Portuguese	
5/26/55	Russian	
5/31/55	French	

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7. Training Aids Completed During the Week -

a. Admin. Procedures - Design and lettering of two training charts.

b. Operational Support - Design and artwork for the production of one set of magnetic-board pictorial symbols for use in the trade-craft lectures. Total 51 cut-out, magnetic-backed symbols.

c. Operational Support - Production of a set of fourteen rubber-stamped pictorial symbols, processed through [] TSS/DDP.

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d. Basic Orientation - Three miscellaneous signs.

e. A&E - Three miscellaneous signs.

f. OCI/BOC Lectures - Design and artwork of two Vu-graph rolls. Total 9 frames.

g. Project [] - Collated, printed, and processed photo-print request. One copy each of 150 []

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8. Activities of Map Training Officer -

a. Number of map sheets distributed - 110

- (1) Operations School - 2
- (2) Language School - 100
- (3) Personnel - 1
- (4) FI/SE-6 - 4
- (5) Contracts Division - 3

9. Lesson Plans received this week - None

10. Overseas requests received this week - Two

11. Film Bibliography on Cover Stories - [] and the Film Section have submitted approximately forty film entries for use on this project. Additional films are to be submitted by the Film Section. Items on hand must be edited before they are ready for typing.

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12. Psychological Warfare Bibliography - This bibliography is prepared on a continuing basis for [] WE-3. Approximately 45 entires have been selected for the next edition of the bibliography, due on the 15th of August.

13. CE Material. [] requests continuing distribution on RQM/RC - Memos that are CE in nature. [] is a new instructor in the CE course, and is located in room 125, Bldg. []

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14. is attending the Intelligence Principles and Methods Course.



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